TPU Norfolk Deployment Readiness Seminar

20 March 2007

NAVPTO

NAVY PASSENGER TRANSPORTATION OFFICE

Regional Support Organization
Formerly Regional Support Group

BMC(SW) Holman, 445-5533

james.holman1@navy.mil

RSO TAD Personnel

- **Stay behind list**
- **TAD orders**
- **Berthing and messing**
- **Uniforms**
- **Port calls**
- **Personnel/pay issues**
- **Records**

PSD Brief

PSC(SW) Handley

Mr. Don Thomas

Personnel Issues

- Separations/Retirements
- Transfers/Receipts
- Med Boards/LIMDU
- ID Cards/DEERS

MILPAY Issues

- **Specific Power of Attorney**
- **EMSS**
- **Local Data Base update**

Officer in Charge, PSD NAVSTA
LCDR C.J. Caston

Assistant Officer in Charge
Mr. Rockie Beasley, DSN 565-5210

Personnel Officer
Mr. Don Thomas, DSN 565-7780

Assistant Personnel Officer
PSCS(SW) Keller, DSN 565-8844

Transient Separations LCPO
PSC(SW) Handley DSN 565-5455

Educational Services Officer
Mr. Gary Baker, DSN 565-5496/9927

MILPAY Dept Head
Mrs. Sheryl Wright

Mission and Throughput

Our mission is to expeditiously process Sailors through administrative, transfer, discipline, and medical transition pipelines <u>for commands</u> who, <u>because of deployment or overseas location, cannot provide appropriate facilitation themselves</u>.

TPU transient throughput for CY 2004: 7,840

CY 2005: 7,987

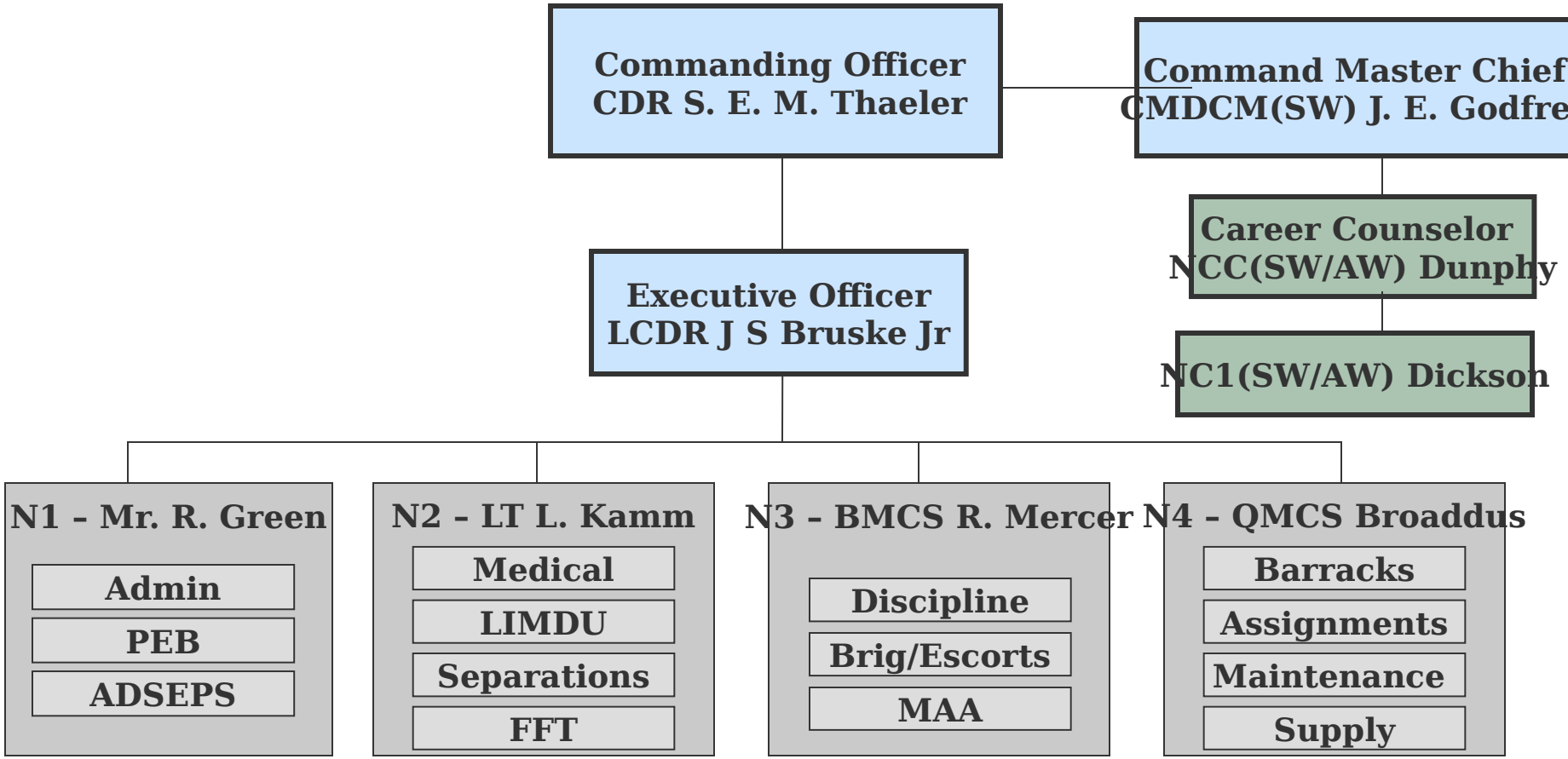
CY 2006: 9,636

Average daily on board pop. for CY 2004 863

CY 2005 789

CY 2006: 798

Organizational Chart



TPU Norfolk Contacts

- **ASSIGNMENTS/Quarterdeck (24/7) 444-1640**
- **ADSEPS 444-3915**
- **ADMIN Office 444-4469**
- **BRIG/ESCORTS 444-9292**
- **DISCIPLINE 445-4628**
- **FFT 444-9290**
- **LEGAL 444-1340**
- **PEB 444-3641**
- **SEPARATIONS 444-9293**
- **TRANSFERS/LIMDU 444-3776**

Authority to Transfer

Types of Transfers

- **TEMDU - the normal**
- **TEMADD - the exception**

ADSEP

- **TEMDU for Admin Board Processing**
- **TPU Legal must review ADSEP package and service record**
  - **Legal POC: Nancy Grimes 444-7373**
  - **Include in package: LON and summary of circumstances warranting transfer**
  - **LON must identify all reasons for processing**
  - **TPU Legal must receive all evidence including documents, records, and witness statements not later than three days prior to ship's departure**

ADSEP (Continued)

Separation physical must be completed prior to transfer to TPU. Not having a physical will delay the process as we don't return Sailors we schedule for physicals.

- **TEMDU Awaiting Discharge Authority**
  - **Command must be deploying or away from homeport for over <u>60 days</u>**
  - **ADSEP package must be complete and submitted to separation authority prior to transferring to TPU. Include all supporting documentation (Page 6s, Page 7s, Page 13s, LONs, etc…). This is essential.**
    - **If command is not yet deployed, TPU must review ADSEP package and service record prior to transfer**

ADSEP (Continued)

- **If TPU accepts member:**
  - **TPU requires: all records including complete copy of ADSEP package, Standard Transfer Orders (STO), separation physical, and transfer eval**
  - **Completion of appropriate separation classes**
  - **Command must transfer member to TPU**
    - **(Failure to drop member will delay the separation process and/or the potential to cause system issues)**
- **When command receives discharge authority**
  - **Forward to TPU ASAP (Info TPU when requesting discharge authority from ISIC)**

ADSEP (Continued)

- **Admin Processing - Local Authority**
  - **IAW MILPERSMAN 1910-700 should be handled by parent command**
  - **Requires TPU concurrence prior to transfer**
    - **TPU needs: ADSEP package and letter from Commanding Officer directing separation per MILPERSMAN 1910-712**

ADSEP (Continued)

- **All active duty commanders/commanding officers of unit/activities of the Navy, including precommissioning units, commanded by LCDRs or above have SPCMCA.**

- **These commanders/commanding officers have separation authority covered in MILPERSMAN 1910-704 and can separate Sailors for certain reasons stipulated in that article. Authority from BUPERS, CNRMA, CRUDESGRUs, CARGRUs is not required.**

ADSEP (Continued)

- **Convenience of the Government Processing**
  - **Receive member from Naval Medical Center**
  - **If member reports with all records, TPU will process with concurrence of parent command and ISIC**

ADSEP (Continued)

- TPU will gain member TEMDU
- TPU requires: Forward all records, transfer eval, personal effects by fastest means available (Certified mail or hand carried by responsible person)
  - Notify TPU if member has pending disciplinary action. Forward complete charges and investigation
  - Notify TPU when records are sent

ADSEP (Continued)

- **Admin Leave**
  - **MILPERSMAN 1050-390**
  - **Expedites getting member out of your command**
    - **Pay will stop once member has expended all accrued leave**
    - **Member is initially responsible for travel expenses**
  - **Must have all processing complete (don't forget separation physical)**
  - **Member must volunteer**
  - **Do not transfer personnel to TPU for Admin Leave**

Separations

- **What members need prior to arriving for processing:**
  - **Per MILPERSMAN, member must arrive 7-10 days prior to EAOS/terminal leave start date.**
  - **ALL RECORDS (Service, Medical, and Dental) must accompany member.**
    - **If PAPA Det holds the record, member must get it from PAPA Det prior to checking into TPU.**
  - **Ensure all detaching documents are included in the transfer package to include detaching eval/FITREP.**

Separations (Continued)

- **What member needs prior to arriving for processing (continued):**
  - **Separation Physical MUST BE completed within six months.**
  - **HIV must be completed within 2 years.**
  - **PPD must be completed within 1 year.**
  - **EAOS discharges <u>must</u> have a final eval in service record.**

Separations (Continued)

- Completion of TAP/CARIT is mandatory per OPNAVINST 1900.1D. Ensure member has completed prior to deploying.
- MILPERSMAN 1910-102 authorizes up to 90 days early out

- **Fleet Reserve/Retirement**
  - BUPERS Fleet Reserve authorization message (final message).
  - Completed DD Form 2656 (Survivor Benefit Plan).

Separations (Continued)

- **General and OTH w/ Discharge Authority**
  - **Complete seasonal seabag per MILPERSMAN 1910-228. DO NOT CONFISCATE THEIR UNIFORMS!**
  - **Drug or alcohol failure requires Page 13 accepting or declining treatment per OPNAVINST 5350.4C.**
    - **If member accepts treatment, TPU will TEMADD member to SARP.**
    - **TPU will separate upon completion of treatment.**

Medical Board Processing

- **Physical Evaluation Board (PEB) chain of events:**
  - **Medical Board is dictated**
  - **NAVMEDCEN Portsmouth will send a message to parent command**
  - **Service member is issued a memorandum from NAVMEDCEN Portsmouth directing transfer to TPU Norfolk for Medical Board Processing**
  - **If transferring in under 24 hrs, mbr may transfer on NAVMEDCEN memo orders.**

Medical Board Processing (Continued)

- **PEB chain of events (cont):**
  - **If transfer will take over 24 hrs, will need to send the member with the following in 5 working days:**
    - **Service Record**
    - **Medical/Dental Records**
    - **Memorandum endorsed If under 24 hours**
    - **STOs (Standard Transfer Orders)**
    - **Transfer evaluation or extension letter**
    - **Loss documents (Detaching Information Sheet)**
    - **Medical documentation pertaining to LIMDU / PEB**
    - **LODI or any legal related issues**

Further Fleet Transfer (FFT)

- **Process personnel on PCS orders to your command**
  - **Transfer personnel within 7-10 days via AMC or commercial air to four overseas “hubs.” One of these “hubs” should be listed on your Personnel Routing Instructions vice a specific port.**
    - **Rota**
    - **Naples**
    - **Sigonella**
    - **Bahrain**
- **Beach Detachment (normally large deck)**
  - **Normally one Personnel Specialist to liaise with command regarding prospective gains, discipline issues, emergent issues. Ship should provide laptop and cell phone, if possible.**

Further Fleet Transfer (FFT) (Continued)

- **FFT does not accept TAD personnel. Those personnel (i.e., awaiting schools, returned to assist Supply Beach Det, Homecoming, etc.) should be sent TAD to your ISIC.**
  - **AIRLANT POC is Mr. Frank Puccini at 444-3181**
  - **ESG TWO POC is YNC Vermeulen 462-7764 ext.110**
  - **RSO POC is PSC Clarke at 444-7665**
  - **For Emergency Leave:**
    - **Need COST orders (accounting data) to return to ship. Ensure the proceed date is on the return orders!!**

Further Fleet Transfer (FFT) (Continued)

- **TPU FFT needs**
  - **Your Personnel POC email addresses**
  - **Up-to-date Personnel Routing Instructions (at all times)**
    - **Specifying “routing hub” (not specific port) makes the PRI UNCLASSIFIED**

Transfers

- **Pregnant Service Members**
  - **Unless deployed for a <u>MAJOR</u> deployment and prior to the 20th week, member SHOULD have a memo from the CO to CO, TPU stating the hazards of being onboard, otherwise TEMADD to ISIC.**
    - **All records (including transfer eval/FITREP)**
    - **Standard Transfer Order (STO)**
    - **Avail should be sent by ship to epmac_avails@navy.mil**
    - **Pregnancy letter**
  - **Per OPNAVINST 6000.1A, pregnant service members cannot be on a ship beyond the 20th week.**

Transfers (Continued)

12 MAR 07

From: Senior Medical Officer/IDC
To: Commanding Officer, USS ALWAYS UNDERWAY (AOE 14)

Subj: NOTIFICATION ICO _____

Ref: (a) OPNAVINST 6000.1A

1. This is to notify the command of positive diagnosis of member's pregnancy. Using current dating information, her estimated date of delivery is 15NOV07. This would make her 20th week about 28JUN07, and her 28th week about 23AUG07. The probable date of pregnancy was 22FEB07.

2. Pregnancy is a condition of several physiological changes that potentially require alterations in job function and hours. Because we do not know or completely understand the total effects of shipboard environment hazards on fetal development, we recommend reassignment to a shore command as soon as feasible.

3. Please refer to OPNAVINST 6000.1A for guidelines. Certain unforeseen conditions may arise which warrant specific medical interaction. These conditions may require further constraints and are handled on a case-by-case basis.

SMO/IDC SIGNATURE

Discipline

- **Discipline Department will accept all returned UA/Deserters.**
- **TPU will process all returns that have been absent over 180 days for disciplinary action. Additionally, all returns who have been gained to NACIC's UIC (41104) will be gained by TPU regardless of the length of UA.**
- **Declaring all UA Deserters with Intent. DD553, request immediate rollover to UIC 41104 -- use judiciously.**
- **All returns under 180 days will be held in FFT status until routing instructions or TEMDU request is received from parent command.**

Discipline

- **Parent command notification (if under 180 days)**
  - **TPU will send returned deserter/UA message**
  - **Command must reply within 72 hours**
    - **Failure to reply could result in member being returned against your wishes**

Discipline (Continued)

- **Personnel in FFT Status awaiting instruction from parent command**
  - **Self turn-ins will be placed in Restriction in Lieu of Arrest for 5-7 days.**
- **TAO (Technical Arrest Orders) Violators**
  - **If member fails to report, member is declared Deserter with Intent by the order issuing command.**
  - **Fail to Report Message should be prepared by gaining command.**
  - **Violators may be placed in confinement once received by the nearest TPU.**

Discipline (Continued)

- **TEMDU for adjudged prisoners**
  - **Dishonorable, BCD**
    - **TPU requires: Records, Results Of Trial, personal effects.**

Discipline (Continued)

- **TRANSFERRING IN A RESTRICTED STATUS TO TPU**
  - **Per BUPERSINST 1306.77A: TPU is not authorized to act as a disciplinary barracks for area commands. Restriction awarded by a CO, other than the CO of TPU, shall be served at the location of the command imposing the punishment. Transferring Sailors in a restricted status effectively terminates that status.**
  - **Exceptions CAN be made but must be requested from CO TPU in advance AND in writing.**

Discipline (Continued)

- **TEMADD awaiting docketed court-martial**
  - **If member is to appear in civil court or the court-martial is not docketed, member should be sent TEMADD to your ISIC**
  - **ISIC POCs:**
    - **AIRLANT POC: LT Brown Phone: 444-7228 Email: james.s.brown1@navy.mil**
    - **RSO POC: LT Pascucci Phone: 445-5504 Email: pascuccip@rsonorfolk.navy.mil**
    - **PHIBGRU TWO POC: LT Ng Phone: 462-4702 Email elysia.ng@navy.mil**
    - **NSSC (formerly SSSU) POC: LT Trojahn Phone: 485-6171 Email: scott.trojahn@navy.mil**

How YOU can help TPU support YOUR mission

- **Commands should provide a Legal POC. Provide a full name, email, and POTS line number.**
- **UNCLASS command working in a CLASS world**
  - **No SIPRNET access**
  - **Not on POTS/INMARSAT line message distribution**
- **Add 444-1640 to your Phone Numbers and TRANSITPERSU NORFOLK VA//00// to Email Address Message**
- **Provide full disclosure – a heads up can resolve many difficult issues quickly**

Contacts

TPU STU III Phone Number (757) 444-5388

- **CDR S. E. M. Thaeler** — **Commanding Officer**
  444-4004 — **shannon.thaeler@navy.mil**
- **LCDR J. Bruske** — **Executive Officer**
  444-4568 — **james.bruske@navy.mil**
- **LT "JR" Kamm** — **Transient Officer**
  444-4777 — **loyal.kamm@navy.mil**
- **CMDCM(SW) J. E. Godfrey** — **Command Master Chief**
  445-1750 — **james.godfrey@navy.mil**
- **Mr. R. H. Green** — **Admin Officer**
  444-3875 — **richard.h.green@navy.mil**
- **BMCS(SW) Mercer** — **Discipline Officer**
  445-6776 — **robert.f.mercer@navy.mil**

Resources Available

- **Pre-Deployment Briefs**
- **Decommissioning Conferences**
- **PCO/PXO Training**
- **CMC Training**
- **Call Us**
- **Web Site: http:\\www.tpu-norva.navy.mil**
  - **ADSEP Training**
  - **Job Account Instruction**
  - **References**

Transient Processing Guide

You may obtain a limited copy of this brief in Adobe Acrobat format from

http://www.tpu-norva.navy.mil

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